

DATE: [Insert Date]

SUBJECT: NOTICE OF SNOW REMOVAL OPERATIONS AND PARKING RESTRICTIONS

Dear Resident/Property Owner,

Please be advised that snow removal operations are scheduled to take place in your area starting on **[Start Date]** at **[Start Time]** and are expected to continue until **[End Date/Time]**.

To ensure that equipment can safely and effectively clear the streets, a **Temporary Parking Ban** will be in effect for the following locations:

- [Street Name/Area 1]
- [Street Name/Area 2]
- [Street Name/Area 3]

Instructions:

- All vehicles must be removed from the street during the times listed above.
- Vehicles remaining on the street may be subject to fines and/or towing at the owner's expense.
- Please utilize off-street parking, driveways, or designated overflow lots located at [Insert Location].

We appreciate your cooperation in helping us keep our roads safe and clear. If you have any questions, please contact [Department Name] at [Phone Number] or visit [Website].

Sincerely,

[Your Name/Title]
[Organization/City Department Name]